



# Council Agenda

Council Chambers  
Windsor Town Hall  
May 18, 2020



## Zoom instructions

### Dialing in by Phone Only:

Please call: 312 626 6799 or 646 558 8656

1. When prompted for participant or meeting ID enter: 863 1009 5372 then press #
2. You will then enter the meeting muted. During Public Comment if you wish to speak press \*9 to raise your hand.

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3. During Public Comment if you do not wish to speak you may type your comments into the Q&A feature.

## 7:30 PM Regular Council Meeting

1. ROLL CALL
2. PRAYER OR REFLECTION – Councilor McAuliffe
3. PLEDGE OF ALLEGIANCE – Councilor McAuliffe
4. PROCLAMATIONS/AWARDS
  - a) Proclamation designating May 17-23, 2020 as Emergency Medical Services Week
  - b) Proclamation designating May 17-23, 2020 as National Public Works Week
5. PUBLIC COMMUNICATIONS AND PETITIONS  
(Three minute limit per speaker)
6. COMMUNICATIONS FROM COUNCIL MEMBERS
7. REPORT OF APPOINTED BOARDS AND COMMISSIONS
  - a) Public Building Commission
8. TOWN MANAGER'S REPORT
9. REPORTS OF STANDING COMMITTEES
10. ORDINANCES
11. UNFINISHED BUSINESS



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12. NEW BUSINESS

- a) \*Approve appointment to fill Town Council vacancy (Councilor Jepsen)
- b) \*Approve Suspense List (Town Manager)
- c) \*Authorize acceptance and expenditure of grant funds for the Deerfield Road Rehabilitation Project with the Town Council acting in lieu of a Special Town Meeting per Executive Order 7S (Town Manager)
- d) \*Volunteer Appointments to the Lower Farmington River and Salmon Brook Wild and Scenic Committee (Deputy Mayor McAuliffe)

13. \*RESIGNATIONS AND APPOINTMENTS

14. MINUTES OF PRECEDING MEETINGS

- a) \*Minutes of the April 27, 2020 Special Town Council Meeting
- b) \*Minutes of the April 29, 2020 Special Town Council Meeting
- c) \*Minutes of the May 4, 2020 Regular Town Council Meeting

15. PUBLIC COMMUNICATIONS AND PETITIONS  
(Three minute limit per speaker)

16. EXECUTIVE SESSION

17. ADJOURNMENT

★Back-up included

# Proclamation

## *Designating May 17 – 23, 2020 as Emergency Medical Services Week*

**WHEREAS**, emergency medical services is a vital public service; and,

**WHEREAS**, the members of the emergency medical services teams are ready to provide lifesaving care to those in need 24 hours a day, seven days a week; and,

**WHEREAS**, access to quality emergency care dramatically improves the survival and recovery rate of those who experience sudden illness or injury; and,

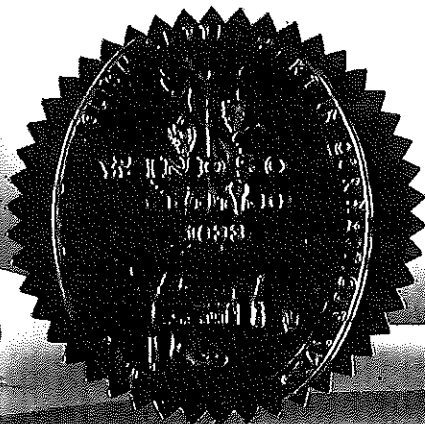
**WHEREAS**, the emergency medical services system consists of emergency physicians, emergency nurses, emergency medical technicians, paramedics, firefighters, educators, administrators and others; and,

**WHEREAS**, the members of the emergency medical services teams, whether career or volunteer, engage in thousands of hours of specialized training and continuing education to enhance their lifesaving skills; and,

**WHEREAS**, it is appropriate to recognize the value and the accomplishments of emergency medical service providers by designating Emergency Medical Services Week.

**NOW, THEREFORE, BE IT PROCLAIMED BY THE MAYOR AND THE TOWN COUNCIL OF WINDSOR THAT:**

**May 17 – 23, 2020 be recognized as Emergency Medical Services Week in Windsor and that we encourage all members of the community to recognize the value of the emergency medical services teams in our town.**



Donald S. Trinks  
Mayor of Windsor  
May 18, 2020

# PROCLAMATION

**Designating May 17, 2020 through May 23, 2020  
as National Public Works Week**

**WHEREAS,** the public works services provided in our community are an integral part of our citizens' everyday lives; and

**WHEREAS,** support, understanding and informed citizenry is vital to the efficient operation of public works systems and programs such as street maintenance, public building maintenance, public grounds beautification and snow removal; and

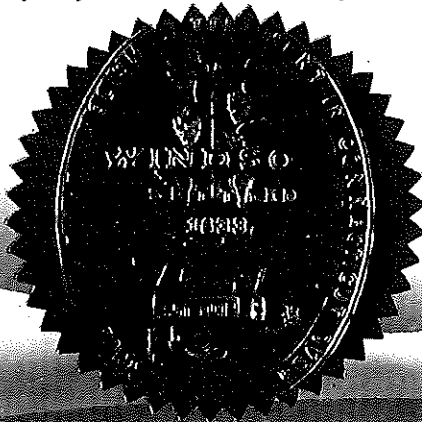
**WHEREAS,** the health, safety and comfort of this community greatly depends on these facilities and services; and

**WHEREAS,** the quality and effectiveness of these facilities, as well as their planning, design and construction, is dependent upon the efforts and skills of public works officials; and

**WHEREAS,** the efficiency of the qualified and dedicated personnel who staff public works departments is materially influenced by the community's attitude and understanding of the importance of the work they perform.

**NOW THEREFORE, BE IT PROCLAIMED BY THE MAYOR AND THE WINDSOR TOWN COUNCIL THAT:**

May 17, 2020 through May 23, 2020 be declared as National Public Works Week in the Town of Windsor and that the citizens and organizations of the Town of Windsor acquaint themselves with the issues involved in providing our public works support and to recognize the contributions which public works personnel make every day to our health, safety, comfort and quality of life.




Donald S. Trinks  
Mayor of Windsor  
May 18, 2020

## Agenda Item Summary

Date: May 18, 2020

To: Honorable Mayor and Members of the Town Council

Prepared By: Peter Souza, Town Manager 

Subject: Appointment to Town Council

### Background

The Town Council currently has one vacancy due to Councilor Tustin's resignation which was effective April 26, 2020. Councilor Tustin's political party affiliation is Republican. The Town Council is responsible for filling the vacancy. At the last Town Council meeting, Councilor Jepsen, Republican member of the Town Council, presented the name of Mr. Lenworth Walker to fill the vacant unexpired term for consideration and approval on May 18th.

### Discussion/Analysis

Per Section 6-1 of the *Town Charter*, when a vacancy occurs on the Town Council, the remaining unexpired portion of the term shall be filled by the remaining members of the Council by an affirmative vote of not less than five members. Additionally, the appointee shall be of the same political party as the person creating the vacancy. With regards to a time frame for filling the vacancy, the *Town Charter* is silent.

Mr. Walker resides on Center Street and is a long-time resident of Windsor. He served on the Human Relations Commission from 2000-2002. He served as President of the West Indian Social Club and promoted the first West Indian Celebrations on the Windsor town green. He was also a member of the Windsor Town Council from 2001-2005. Mr. Walker graduated from the Hartford Barney School of Business with a degree in Business and Computer Science and is currently employed at the Loomis Chafee School.

### Financial Impact

None

### Other Board Action

None

### Recommendations

If the Town Council is in agreement, the following motions are recommended for approval:

### *Amend Order of Agenda Items*

**"MOVE to place item 12 a) on tonight's agenda after item 3."**


### *Appointment to Town Council*

**"MOVE to appoint Mr. Lenworth Walker to the Town Council to fill an unexpired term."**

### Attachments

None

## Agenda Item Summary

Date: May 18, 2020  
To: Honorable Mayor and Members of the Town Council  
Prepared By: Cathleen Elliot, CCMC, Tax Collector  
Reviewed By: Peter Souza, Town Manager   
Subject: Suspense List

### Background

In accordance with Connecticut State Statutes §12-165, the Suspense List must be submitted annually to the Town Council. This list consists of motor vehicle, supplemental, and personal property taxes on the 2016 Grand List that are considered not collectable. I have also included two accounts from prior Grand Lists which were added on after their respective lists had been suspended and are still showing as active accounts.

### Discussion/Analysis

Various methods of collection have been pursued and all vehicle registrations have been reported to the Motor Vehicle Department. Transferring these bills to the Suspense Book does not mean we cannot collect if the taxpayer appears or is found through further efforts. However, this transfer presents a more accurate picture of the town's accounts receivable at this time.

### Financial Impact

The accounts receivable will be \$170,303.90 less.

### Recommendations

If the Town Council is in agreement, the following motion is recommended for approval:

**“MOVE that \$ 170,303.90 motor vehicle, supplemental, and personal property taxes be transferred to the Suspense Tax Book from the following respective Grand List years.”**

OCTOBER 1, 2012	-	\$	148.27
OCTOBER 1, 2013	-	\$	148.79
OCTOBER 1, 2016	-	\$	170,006.84

### Attachments

Suspense List Recap

SUSPENSE LIST RECAP

OCTOBER 1, 2012	MOTOR VEHICLE 1 ACCOUNT	\$ 148.27
OCTOBER 1, 2013	MOTOR VEHICLE 1 ACCOUNT	\$ 148.79
OCTOBER 1, 2016	PERSONAL PROPERTY 35 ACCOUNTS	\$ 17,434.20
OCTOBER 1, 2016	MOTOR VEHICLE 706 ACCOUNTS	\$ 125,202.49
OCTOBER 1, 2016	SUPPLEMENTAL MV 185 ACCOUNTS	\$ 27,370.15
	TOTAL 928 ACCOUNTS	\$ 170,303.90




## Agenda Item Summary

Date: May 18, 2020

To: Honorable Mayor and Members of the Town Council

Prepared By: Robert A. Jarvis, P.E. Director of Public Works / Town Engineer

Reviewed By: Peter Souza, Town Manager 

Subject: Deerfield Road Rehabilitation – Authorize Expenditure of Grant Funds and Execution of the First Supplemental Project Authorization Letter

### Background

The town has been awarded grant funding through the Connecticut Department of Transportation's (CT DOT) Local Transportation Capital Improvement Program (LOTICIP) for the pavement rehabilitation of Deerfield Road. The LOTICIP program provides 100% state funding for the construction phase of the project.

In December of 2019, Town Council authorized the execution of the Project Authorization Letter (PAL) for construction based on the final design engineer's estimate. At that time, the amount of the grant was less than the *Town Charter* threshold for the requirement of a Special Town Meeting. The 2019 PAL authorized the total spending of \$934,152. The project was subsequently advertised for bids in January. The two bids received exceeded the engineer's estimate. In April of 2020, CT DOT issued the First Supplemental Project Authorization Letter amending the authorized total construction cost to \$1,047,329.40. The total cost now exceeds the *Town Charter* threshold of 1% of the tax levy which would require a Special Town Meeting pursuant to *Town Charter* Section 9-3(a).

### Discussion/Analysis

If the lowest qualified bid exceeds the PAL construction cost, the town must execute the supplemental PAL associated with the town's Master Municipal Agreement (MMA) for Construction Projects with the CT DOT. The MMA for Construction Projects covers the standard non-project specific provisions, including all required state and federal rules and regulations. These include administration procedures, procurement procedures, inspection requirements, construction standards, and reimbursement procedures while the PAL includes project specific information.

The supplemental PAL for the Deerfield Road Rehabilitation project includes a total estimated construction cost of \$1,047,329.40, with the project being funded 100% by the state. Upon the execution of the supplemental PAL, the state will transfer money in the amount of the low bid (\$872,774.50) plus an additional 20% to cover construction inspection and administration, material testing, and other miscellaneous costs. When the project is complete, any remaining funds are to be returned to the state. Anticipated construction start date is June 1.

A Special Town Meeting is required to authorize the acceptance of state grant funds and expenditure of funds for the project and to authorize the Town Manager to sign the supplemental



PAL. In response to the COVID-19 pandemic, Governor Lamont has issued a series of Executive Orders. Executive Order 7-S requires the suspension of in-person voting requirements for certain time sensitive municipal financial decisions, including supplemental, additional or special appropriations pursuant to Section 7-348 of the *General Statutes* or any similar municipal charter requirement. This Executive Order was subsequently amended by Executive Order 7-CC, Paragraph 1 to include “the application for or acceptance of any grants, funding, or gifts.”

The Town Council needs to make specific findings that these actions are necessary to permit the orderly operation of the municipality, prevent significant financial loss, and that there is a need to act immediately.

There are two primary reasons to act immediately. The first is to ensure that construction can commence in June 2020, as a delay would push the project back based on the contractor’s availability. The second being to prevent the potential financial loss of the state grant if the project is not authorized and construction does not commence this summer due to the uncertainty of state finances caused by the COVID-19 pandemic.

#### Financial Impact

The project's estimated costs are as follows:

Construction	\$ 872,774.50
Contingencies	\$ 87,277.45
<u>Incidentals to Construction</u>	<u>\$ 87,277.45 (e.g. inspection, traffic control)</u>
Total Project Cost	\$ 1,047,329.40

The construction phase of the project will be entirely funded by state monies, with no demand deposit or town share of the construction cost. In September 2018 the Town Council appropriated \$60,000 for design services.

#### Other Board Action

The Town Planning & Zoning Commission recommended acceptance of the project, pursuant to the provisions of Section 8-24, at its regularly scheduled meeting of December 10, 2019. The Town Council authorized the Town Manager to sign the initial Project Authorization Letter at its regularly scheduled meeting on December 16, 2019.

#### Recommendations

If Town Council is in agreement, the following two motions are recommended for approval:

#### Approve Findings Per Executive Order 7S

**“MOVE, that per Executive Order 7S, the Windsor Town Council finds that to prevent possible financial loss and permit the orderly operation of the municipality the Town Council, as the town’s legislative body, is acting in lieu of the Special Town Meeting, with regard to the First Supplemental Project Authorization Letter for the Deerfield Road Rehabilitation Project, Project No. L164-0005, under Master Agreement No. 02.28-02 (13).”**


**Motion to Approve Acceptance and Expenditure of Grant Funds**

**“MOVE, to adopt the acceptance and expenditure of grant funds from the State of Connecticut of \$1,047,329.40 for the Deerfield Road Rehabilitation Project; and Peter Souza, Town Manager be authorized to sign the First Supplemental Project Authorization Letter for the Deerfield Road Rehabilitation Project, Project No. L164-0005, under Master Agreement No. 02.28-02 (13).”**

## Agenda Item Summary

Date: May 18, 2020

To: Honorable Mayor and Members of the Town Council

Prepared By: Peter Souza, Town Manager 

Subject: Lower Farmington River & Salmon Brook Wild & Scenic Coordinating Committee

### Background

The National Park Services' Partnership Wild & Scenic rivers program provides for exceptional rivers to be designated as "Wild and Scenic" by Congress. The Lower Farmington River & Salmon Brook achieved this designation in 2019. As part of the designation, a coordinating committee has been formed. Each town along the designated waterways has been asked to appoint two members to the Lower Farmington River and Salmon Brook Wild and Scenic Coordinating Committee.

The Town Council, through the Personnel Committee, is requested to initiate a process of soliciting applications from residents interested in serving and making appointments to the Lower Farmington River and Salmon Brook Wild and Scenic Coordinating Committee.

### Discussion/Analysis

Towns invited to be represented on the coordinating committee included Avon, Bloomfield, Burlington, East Granby, Farmington, Granby, Hartland, Simsbury and Windsor. Other entities on the committee include CT Department of Energy and Environmental Protection, Farmington River Watershed Association, Pequabuck Watershed Association, Salmon Brook Watershed Association, Stanley Black and Decker, and the National Park Service.

Some of the roles of the committee will include:

- Participating in addressing river-related issues affecting stream flow and outstanding resource values
- Cooperating in updating the Lower Farmington River & Salmon Brook Wild and Scenic Management Plan periodically
- Working on projects that provide opportunities to the public and also committee member organizations to learn and participate in resolving issues affecting the river
- Participating in decisions around dispersing funding to entities requesting financial help with projects meeting certain goals contained in the Management Plan
- Actively fulfilling the function of liaison between towns and other town-based conservation organizations
- Helping in preparing the annual report of the committee and in publicizing any pressing needs or issues requiring attention or assistance from the local, state and/or federal government.

Responsibilities of the committee member will include:

- Attending monthly committee meetings and/or coordinate with the alternate member(s) so that each town has at least one representative present at every meeting
- Serving actively on one subcommittee, for example, Stewardship, Small Grants, Education and Outreach, Management Plan Update
- Reporting to one's town on committee activities annually or as the town request
- Staying up to date on the activities of one's town land use boards and commissions, for example, planning, zoning, inland wetlands and watercourses and conservation and report to the Wild and Scenic Committee as needed on matters where the Committee could provide support or that could affect stream flow and the river's outstanding resource values

Each town may appoint a regular member and an alternate member. As a voting member on the Committee, the representative will have one vote on committee matters requiring a vote. Representatives will also act as liaisons between the town and the Committee in helping to address relevant river related information and in working on projects to further the goals of the Lower Farmington River and Salmon Brook Wild & Scenic Management plan.

The National Park Service (NPS) is the administering federal agency for the Lower Farmington River and Salmon Brook Wild & Scenic designation.

Financial Impact

None

Other Board Action

None

Recommendations

It is recommended that the Mayor refer this item to the Personnel Committee so they can solicit applications from interested residents and present recommended appointments to the Council for their consideration.

Attachments

None

**Town Council**  
**Resignations/Appointments/Reappointments**  
**May 18, 2020**

**Resignations**

None

**Appointments / Reappointments** (to be acted upon at tonight's meeting)

A. One Democratic Member

Greater Hartford Transit District

Four Year Term to expire February 28, 2024 or until a successor is appointed

(Richard Quintero)

**“MOVE to REAPPOINT Richard Quintero as a Democratic member to the Greater Hartford Transit District for a four year term to expire February 28, 2024 or until a successor is appointed.”**

B. One Republican Member

Greater Hartford Transit District

Four Year Term to expire February 28, 2024 or until a successor is appointed

(David Raney)

**“MOVE to REAPPOINT David Raney as a Republican member to the Greater Hartford Transit District for a four year term to expire February 28, 2024 or until a successor is appointed.”**

C. One Democratic Member

Inland Wetlands and Watercourses Commission

Four Year Term to expire March 31, 2024 or until a successor is appointed

(Adam Schibley)

**“MOVE to REAPPOINT Adam Schibley as a Democratic member to the Inland Wetlands and Watercourses Commission for a four year term to expire March 31, 2024 or until a successor is appointed.”**

D. One *Democratic* Member

Library Advisory Board

Three Year Term to expire April 30, 2023 or until a successor is appointed

(Caren Barry)

**“MOVE to REAPPOINT Caren Barry as a Democratic member to the Library Advisory Board for a three year term to expire April 30, 2023 or until a successor is appointed.”**

E. One *Democratic* Member

Library Advisory Board

Three Year Term to expire April 30, 2023 or until a successor is appointed

(Cheryl Curtis)

**“MOVE to REAPPOINT Cheryl Curtis as a Democratic member to the Library Advisory Board for a three year term to expire April 30, 2023 or until a successor is appointed.”**

F. One *Democratic* Member

Library Advisory Board

Three Year Term to expire April 30, 2023 or until a successor is appointed

(LeighAnn Tyson)

**“MOVE to REAPPOINT LeighAnn Tyson as a Democratic member to the Library Advisory Board for a three year term to expire April 30, 2023 or until a successor is appointed.”**

G. One *Republican* Member

Library Advisory Board

Three Year Term to expire April 30, 2023 or until a successor is appointed

(Fran Ward-Nelson)

**“MOVE to REAPPOINT Fran Ward-Nelson as a Republican member to the Library Advisory Board for a three year term to expire April 30, 2023 or until a successor is appointed.”**

**Names submitted for consideration of appointment**

None



**TOWN COUNCIL  
VIRTUAL  
SPECIAL MEETING  
APRIL 27, 2020  
UNAPPROVED MINUTES**

**1) CALL TO ORDER**

Mayor Trinks called the meeting to order at 6:31 p.m.

Present: Mayor Donald Trinks, Deputy Mayor Joe McAuliffe, Councilor Nuchette Black-Burke, Councilor Lisa Rampulla Bress, Councilor James Dobler, Councilor James Govoni, Councilor Donald Jepsen, and Councilor Kenneth Wilkos

Absent: Councilor Michael Tustin

**2) PUBLIC COMMENT**

John Dunn, 15 Strawberry Hill spoke about the current year having a tax rate increase of 1.88%. With the state bond commission's release of \$390,000 this year, this year's tax increase would be about 2.3% under the Town Manager's current budget proposal. Mr. Dunn said that the Board of Education's proposed budget was created before the pandemic began. Now Connecticut is in a horrible health employment financial position for the foreseeable future. There will be Windsor residents who cannot pay their property tax bill at the present rate level, much less adding "only several hundred dollars more for this year" so that town services can be maintained as is without cuts. The number of people unemployed is still increasing. People cannot buy food for their families and the town still wants to present all services--both educational and town provided--to continue as if "the world of Windsor" is not effected by the reality of the current real world. Mr. Dunn is therefore asking that the Board of Education and current town departments hold their line on spending to, at the most, last year's level for this year. Mr. Dunn thanked everyone.

Coralee Jones, 1171 Matianuck Avenue, spoke about how the town has already decided if there will be an in-person vote on the budget. Ms. Jones said that this decision is premature and she believes things could change a lot after May 20. Ms. Jones added that there is no reason why the referendum can't be delayed. People can easily stand apart to vote and wear a mask. If the town chooses to deprive citizens of their right to vote on the budget, this would be the second time in a couple of years that it's happened. Ms. Jones stated that if we don't vote, the town should not increase expenditures from the current budget. Think about what you just voted on. You agreed to deter tax payments for those who have been negatively impacted financially by the COVID19 virus. If this Council increases the budget, what are you doing if after the deferment, you are asking these same people to now pay more? That really isn't helping people and it sure doesn't make any sense. You're giving them something in their right hand and taking it away in their left hand. So please reconsider this budget proposal. You should keep it flat. Ms. Jones thanked the Council.

John Cassarino, 48 Arrowbrook Road, spoke about not believing in the Town Council's philosophy. If this was an ideal world, maybe, but this is not an ideal world. He cannot justify





how the Council can sit there and not come up with better ways to project increased revenues without increasing property taxes. Mr. Cassarino said that if you looked at the proposed budget, you will see that you have the revenues. He cannot justify how the Council cannot automate, consolidate or eliminate waste. He cannot justify why the Council cannot change fees for the services of licenses, permits, etc. Mr. Cassarino said he has made recommendations in the past, but the Council is not putting on their listening ears. Mr. Cassarino asked if the Council actually looked at the revenues by type data. Mr. Cassarino said that he cannot justify how the Council can support the Board of Education (BOE) for any enhancements, when they have enough money in their budget to fund part of the town's for the entire year. The BOE should have a ton of money to give back to the town since they are very top heavy with salaries that must be adjusted. Mr. Cassarino said that he cannot justify the town needing an administrative assistant and a town manager assistant. Mr. Cassarino said that putting a band aid on an issue is not the solution and giving bonuses to those on the leadership team at the end of the year does not help the Council raising taxes. Mr. Cassarino asked Mayor Trinks if he understood this. Mr. Cassarino stated that there is the wrong skill set to do this work and you need a business person. Mr. Cassarino stated that in the past thirty years, his property taxes have gone up over 300%. Property values have not gone up that fast. In conclusion, God bless those tax payers who work every day and pay their taxes on time because some tax payers don't pay their taxes, so the honest tax payer has to cover for them. Mr. Cassarino said to stop wasting his money. Increased taxes decrease job creation and this is a fact. Mr. Cassarino thanked the Council.

### **3) DEVELOPMENT SERVICES**

The overall FY 20 expenditures are expected to come in under budget by \$570 primarily due to savings in Services. The overall FY 21 budget reflects an increase of \$57,760 or 4.3% as compared to the FY 20 budget primarily due to Personal Services.

Councilor Rampulla Bress wanted the listeners to be aware and to congratulate Economic Development services for receiving an accreditation from the Connecticut Economic Development Association as exemplifying best practices and land use of economic development. Councilor Rampulla Bress stated that only 24 Connecticut towns were so recognized.

### **4) COMMUNITY DEVELOPMENT**

The overall FY 20 expenditures are expected to come in flat to budget. The FY 21 overall budget reflects an increase of \$35,050 or 10.6% and the General Fund portion has a slight decrease of \$820 or .08%. Personal Services and Loans are the main drivers for the non-General Fund increase.

Councilor Black-Burke asked about the position in the Community Development office that was approved last year. Councilor Black-Burke asked if it was for a grant writer or something else.



Mr. Burke stated that the Community Development Specialist was filled back in September. Councilor Black-Burke asked if that is the proposed 1 FTE for the FY20-FY21 budget. Mr. Burke stated that yes it was. Councilor Black-Burke asked if the Community Development Specialist is pursuing grant opportunities just related to the town or also for the school district. Mr. Burke stated that this is strictly for the town. Councilor Black-Burke stated that maybe for next year's budget, we could get this position to pursue for the school district also. Councilor Black-Burke noted that a lot of the grants for the school district may also be a benefit for the town.

Councilor Jepsen asked about the amount we are loaning out and how we are doing this year. Mr. Burke stated that the first part of the year we trained staff and brought them up to speed on the program requirements. Mr. Burke said that in the beginning of January we picked up on loans. Mr. Burke noted that at this point the town has five loans which are active. There are a number of referrals from the Health Department on septic systems. Mr. Burke indicated that people of low or moderate income cannot afford the septic systems and that they are addressing a few of those loans. Mr. Burke stated that the number of loans may decline since the systems cost more. Councilor Jepsen stated that the total amount of increased funding is very impressive and if there was a way to get more, we would welcome it. Town Manager Souza stated that those are competitive grants that we apply for every other year.

## **5) ADMINISTRATIVE SERVICES**

The FY 20 overall budget is expected to come in under budget by \$21,010 or 0.8%. This is primarily due to Personal Services in the Property Valuation and Finance departments due to new hires are lower salaries. The FY 20 General Fund budget is expected to come in under budget for these same reasons. The overall FY 21 budget is expected to increase \$111,140 or 4.4% and is primarily due to Personal Services in the General Fund and Services in the Special Revenue fund for an anticipated tax sale. The FY 21 General Fund budget reflects an increase of \$76,990 or 3.2% for Personal Services.

Deputy Mayor McAuliffe asked how the town's technology department is handling work at home during this time. Mr. Angelillo stated that the town has had a remote access infrastructure for several years. Mr. Angelillo said that the town has had remote desktops internally for several years, but the cost went way above traditional desktops. Mr. Angelillo noted that the town stored those terminals and that is what the town used for employees that are working remotely. Licensing needed to be increased for our security to accommodate those users. Mr. Angelillo stated that traditionally there is an average of fifty hours of remote access a week which is primarily during the evenings and weekends and last week there was 1,500 hours of remote access. Mr. Angelillo stated that things have been progressing well and the other area of change is with all the Zoom meetings. Deputy Mayor McAuliffe thanked Mr. Angelillo for all the information and said that the Zoom meetings have been going very well.



Councilor Rampulla Bress asked about the 2021 goals where they are implementing employee self-service where employees can access payroll and health benefits online from the Town's Human Resource Department. Councilor Rampulla Bress said that this is a wonderful goal for 2021 and asked when this would be implemented. Town Manager Souza stated that it should be hopefully developed towards the first quarter of the new fiscal year. Councilor Rampulla Bress stated that would be beneficial to the employees and thanked Town Manager Souza.

## **6) GENERAL GOVERNMENT**

The FY 20 General Fund expenditures are expected to come in on budget. Savings are seen in the Town Manager's Office for a partial year vacancy, but these savings are offset with increased Counsel and Legal Advice expenditures for workers compensation litigation. The FY 21 General Fund budget reflects an increase of \$35,960 or 3.5% as compared to the FY 20 budget due to Personal Services in the Town Manager's Office and a presidential election budgeted for FY 21 in Elections.

Councilor Jepsen asked about legal reviewing the budget because of worker's compensation. Councilor Jepsen asked if this was an isolated case or more than one. Town Manager Souza stated that in the last two years, there has been an effort put forward to settle some of our longer term worker's compensation cases which requires more effort from outside attorneys. Town Manager Souza noted that in FY20 there is a projected overage in the area of worker's compensation. Town Manager Souza said that he is hopeful that as we move through FY21, that work load will decrease as there will be close outs of a number of significant cases. Councilor Jepsen asked if it's really the complexity driving us or have we actually not gone to court with anyone. Town Manager Souza stated that these cases went in front of worker's compensation and have not been adjudicated outside the worker's compensation process.

Councilor Jepsen said that if we don't have a primary, we could save on elections, but we cannot tell at this point.

Councilor Jepsen asked about community services. There are events that may not happen. Does that mean we still write a check for them? Town Manager Souza stated that if the event does not occur, then we would not write the check. Town Manager Souza noted that we are in discussions now regarding the monies that go for the holiday observances. Town Manager Souza stated that there have been adjustments to the Memorial Day event already and there is some savings because of it. Town Manager Souza stated that the town does purchase material early for these events which have been canceled but it is expected they will not expend the full amount of money. Town Manager Souza noted that the town is determining if the volunteer brunch in June will still happen and some expenditures will be lessened as we will not have the full brunch.



## **7) PRICE GUIDE**

Councilor Jepsen stated that he found the price guide changes to not be that much this year and the rest of the changes are not out of line in any way.

## **8) TOWN SUPPORT FOR EDUCATION**

The FY 20 expenditures are expected to come in under budget by \$92,060 or 1.7% which is mostly due to the state's decision not to require municipalities to contribute to the State Teacher's Retirement Plan as originally proposed by the Governor. The FY 21 budget reflects a decrease of \$171,290 or 3.1% less than the FY 20 budget and is mostly due to a decrease in debt service payments related to school debt and the elimination of the State Teacher's Retirement contribution.

## **9) PRELIMINARY DELIBERATIONS**

Deputy Mayor McAuliffe stated that judging from the public comments tonight, it might be a good opportunity for the Town Manager to mention the Governor's Executive Order to suspend voting referendums at this time. Town Manager Souza stated that the Governor has signed an Executive Order that does not allow for in-person voting either through a town meeting or referendum related to not only the annual budget, but also a variety of other items. Town Manager Souza noted that at some point, there will be some form of phased modification to the Governor's stay at home order. Town Manager Souza added that the Governor did postpone the Presidential election to the early part of August. It is unlikely that the Governor was going to lift his order for in-person elections soon, which would stay in place as we move toward May 20. Deputy Mayor McAuliffe said that it's not the decision of the Town Council to vote or not vote, but it's the Governor's call. Town Manager Souza stated that when the Council decides to adopt the budget, the Council can then postpone the action on the budget. As it stands now, the Town Council cannot schedule a referendum at any time.

Councilor Dobler agreed with Deputy Mayor McAuliffe that we don't want to do something and think we did the wrong thing. Councilor Dobler said that he did not know how we would handle the 2.53% increase. Councilor Dobler stated that the Board of Education increase is contractual and there is not much to work with there. Councilor Dobler noted that if the town budget could be moved to the 2.2% or 2.3% area, it would help out the town as a whole. Councilor Dobler said that he is comfortable with the 2.53%, but if it could be lower, that would be great.

Mayor Trinks stated that he would like to see the Town Manager craft a budget scenario reflecting any changes that can get the overall number down to a 2.25% increase.

Councilor Rampulla Bress agreed with Mayor Trinks. Councilor Rampulla Bress said that it's very important to her to know what exactly would be lost. Councilor Rampulla Bress noted that she feels the budget is a responsible budget.



Councilor Govoni stated that he would support the budget. He said that we have to honor the contractual agreements in the budget. He asked if we should take that out of the General Fund budget now and then see what happens next year or take it out then. Councilor Govoni stated that it's responsible that we cover just the basic costs and get that lower number.

Councilor Black-Burke agreed with the Council and supports it. She noted that she feels this budget is a responsible budget. She looks forward to seeing that scenario.

Councilor Jepsen stated that we have been doing this for a while. This is unique since there is a lot we do not know at this time. Councilor Jepsen said that he doesn't want to cut anyone's job nor does he want to dip into the General Fund.

Councilor Jepsen noted that 2.5%, 2.3% or 2.2% are all in the same ball park and not going to effect the overall tax bill people will pay. Councilor Jepsen said that he's worried about next year. He believes the state is going to be out of money. Councilor Jepsen stated that he predicts we are going to be in a world of hurt next year. Councilor Jepsen said that he would interested in seeing what the Town Manager can come up with.

Mayor Trinks agreed with Councilor Jepsen. Mayor Trinks noted that everyone's voices and opinions have been heard and taken into consideration. Mayor Trinks thanked Town Manager Souza and his staff for all the work that they have put into this budget. Mayor Trinks added that the Council seeking a reduction to the budget is not a disapproval of this budget.

## **10) ADJOURNMENT**

MOVED by Councilor Rampulla Bress and seconded by Councilor Black-Burke to adjourn the meeting at 7:14 p.m.

Motion passed 8-0-0

Respectfully Submitted,

Lisa Ozaki  
Recording Secretary



**TOWN COUNCIL  
VIRTUAL  
SPECIAL MEETING  
APRIL 29, 2020  
UNAPPROVED MINUTES**

**1) CALL TO ORDER**

Mayor Trinks called the meeting to order at 7:32 p.m.

Present: Mayor Donald Trinks, Deputy Mayor Joe McAuliffe, Councilor Nuchette Black-Burke, Councilor Lisa Rampulla Bress, Councilor James Dobler, Councilor James Govoni, Councilor Donald Jepsen, and Councilor Kenneth Wilkos. Absent: Councilor Michael Tustin

**2) PUBLIC COMMENT**

Adam Gutcheon, 1121 Windsor Station, thanks everyone for the great job they've done with the budget process. The Town Manager and the Town Council have used good judgment.

George Slate, 74 Ethan Drive, suggests that the email address for budget comments be posted online and the comments be read aloud at the meeting. Mr. Slate is of the opinion that Executive Order No. 71 does not give the Town Council permission to authorize themselves to eliminate in person voting on the budget. He stated that a councilor suggested moving \$100,000 to the opening cash balance to fund the tax deferment program. Mr. Slate also stated that these are not normal times and that assuming normal collection rates is not likely. He suggested transferring \$4.6 million from the past years' surplus to the opening cash balance. If this isn't done now and revenues do not come in normally, the town will not have it for uses that may come up such as the Windsor Volunteer Ambulance, or for Social Services and Emergency Preparedness.

**3) STAFF REPORT**

Peter Souza, Town Manager, explained that the Town Attorney, Kevin Deneen, has reviewed the Executive Orders issued by Governor Malloy. It is his legal opinion that Order 71 allows the Council to adopt a budget and set the applicable mill rate by eliminating in-person voting either by a town meeting or referendum. With few exceptions and with permission of the state and local health authorities, in-person voting may happen. The Town Attorney is of the opinion that Order 7S allows for suspension of in-person voting requirements for critical and time sensitive municipal fiscal deadlines. Some exceptions to this would include bond ordinances or appropriations over a certain dollar amount. Attorney Deneen was available to take any questions. There were none and Mayor Trinks thanked him for coming and being available.

**4) FINAL DELIBERATIONS AND ADOPTION OF FY 21 BUDGET**

Town Manager Souza outlined and overviewed suggested measures to reduce the mill rate and to keep the tax increase to 2.25% and expenditures at 2.89% as requested by the Council at Monday night's meeting. To meet this, the budget would need to be reduced by \$950,000. The



assumption is additional revenues are now expected in State Aid of \$390,000. The town would need to further reduce expenditures by \$260,000. Town Manager Souza and Windsor School Superintendent, Dr. Craig Cooke agreed to divide the cut equally between the Board of Education (BOE) and the town. The town cannot tell the Board of Education where to make those cuts. Town Manager Souza did suggest \$130,000 in cuts to consider on the town side of the budget.

## **EXPENDITURES**

### **Board of Education**

MOVED by Councilor Jepsen, seconded by Deputy Mayor McAuliffe to amend the proposed budget for the Board of Education of \$72,681,800 by \$130,000 to \$72,551,800.

Motion Passed 8-0-0

### **Town Support for Education**

MOVED by Deputy Mayor McAuliffe, seconded by Councilor Jepsen to accept the proposed budget for Town Support for Education of \$5,276,190.

Motion Passed 8-0-0

### **Safety Services**

MOVED by Councilor Bress, seconded by Councilor Jepsen to amend the proposed budget for Safety Services of \$11,005,950 by \$15,000 to \$10,990,950. This motion eliminates the new funding for junk car enforcement in the Police-Support Services section of the Safety Services budget.

Motion Passed 8-0-0

### **Recreation & Leisure Services**

MOVED by Councilor Wilkos, seconded by Deputy Mayor McAuliffe to accept the proposed budget for Recreation & Leisure Services of \$2,080,890.

Motion Passed 8-0-0

### **Human Services**

MOVED by Councilor Black-Burke, seconded by Councilor Jepsen to accept the proposed budget for Human Services of \$442,160.

Motion Passed 8-0-0





**Health Services**

MOVED by Councilor Dobler, seconded by Councilor Black-Burke to accept the proposed budget for Health Services of \$534,710.

Motion Passed 8-0-0

**Library Services**

MOVED by Councilor Jepsen, seconded by Deputy Mayor McAuliffe to accept the proposed budget for Library Services of \$1,765,470.

Motion Passed 8-0-0

**Development Services**

MOVED by Deputy Mayor McAuliffe, seconded by Councilor Dobler to accept the proposed budget for Development Services of \$1,402,520.

Motion Passed 8-0-0

**Community Development**

MOVED by Councilor Bress, seconded by Deputy Mayor McAuliffe to accept the proposed budget for Community Development of \$102,980.

Motion Passed 8-0-0

**Public Works & Engineering**

MOVED by Councilor Wilkos, seconded by Deputy Mayor McAuliffe to reduce the proposed budget for Public Works & Engineering of \$6,665,610 by \$15,000 to \$6,650,610.

This motion reduces the funding for materials and supplies (salt) under the Storm Control section of the Public Works budget.

Motion Passed 8-0-0

**Information Services**

MOVED by Councilor Black-Burke, seconded by Deputy Mayor McAuliffe to accept the proposed budget for Information Services of \$563,930.

Motion Passed 8-0-0

**Administrative Services**

MOVED by Councilor Dobler, seconded by Councilor Bress to accept the proposed budget for Administrative Services of \$2,480,960.



Motion Passed 8-0-0

**General Government**

MOVED by Councilor Jepsen, seconded by Councilor Black-Burke to accept the proposed budget for General Government of \$1,072,220.

Motion Passed 8-0-0

**General Services**

MOVED by Deputy Mayor McAuliffe, seconded by Councilor Jepsen to reduce the proposed budget for General Services of \$16,333,420 by \$100,000 to \$16,233,420.

This motion reduces funding for Other Post-Employment Benefits (OPEB) by \$25,000; reduces funding for Revaluation by \$10,000; and reduces the funding for pay-as-you-go Capital Projects by \$65,000 (\$20,000 for Fleet replacement; \$25,000 for paving; and \$20,000 for Board of Education Technology Equipment Upgrades.

Motion Passed 8-0-0

**TOTAL GENERAL FUND EXPENDITURES**

MOVED by Councilor Bress, seconded by Deputy Mayor McAuliffe to reduce the total proposed General Fund expenditures for the FY 2021 budget of \$122,408,810 by \$260,000 to \$122,148,810 based on the motions discussed.

Motion Passed 8-0-0

**REVENUES**

MOVED by Councilor Wilkos, seconded by Councilor Jepsen to reduce the proposed budget for overall Revenues of \$122,408,810 by \$260,000 to \$122,148,810 by the following:

Increase the State Grants in Lieu of Taxes revenue category by \$390,000 due to expected increases in State Aid (from \$1,726,240 to \$2,116,240).

Decrease the revenue line #51002 Current Levy by \$650,000 to balance the revenues with expenditures (Current Levy is changed from \$102,832,330 to \$102,182,330.)

Motion Passed 8-0-0



### **TAX COLLECTION RATE**

MOVED by Councilor Black-Burke, seconded by Deputy Mayor McAuliffe to accept the proposed tax collection rate of 98.80%.

Motion Passed 8-0-0

### **SENIOR TAX RELIEF**

MOVED by Councilor Dobler, seconded by Councilor Wilkos to accept the amount proposed for senior tax relief of \$130,000.

Motion Passed 8-0-0

### **ENTERPRISE FUNDS:**

#### **Landfill Enterprise Fund**

MOVED by Councilor Jepsen, seconded by Deputy Mayor McAuliffe to accept the proposed budget for the Landfill Enterprise Fund of \$1,954,370.

Motion Passed 8-0-0

#### **Resident Transfer Station Enterprise Fund**

MOVED by Deputy Mayor McAuliffe, seconded by Councilor Dobler to accept the proposed budget for the Resident Transfer Station Enterprise Fund of \$277,410.

Motion Passed 8-0-0

#### **Caring Connection Adult Day Care Center**

MOVED by Councilor Bress, seconded by Councilor Black-Burke to accept the proposed budget for the Caring Connection Adult Day Care Center of \$448,710.

Motion Passed 8-0-0

#### **Windsor Child Development Enterprise Fund**

MOVED by Councilor Wilkos, seconded by Councilor Bress to accept the proposed budget for the Windsor Child Development Enterprise Fund of \$1,239,950.

Motion Passed 8-0-0



## OTHER FINAL MOTIONS

### **Price Guide**

MOVED by Councilor Black-Burke, seconded by Councilor Bress to accept the price guide as proposed.

Motion Passed 8-0-0

### **5) SET MILL RATE FOR FY 2021**

Move that the tax rate for the fiscal year beginning July 1, 2020 be set at 33.11 mills which reflects the October 2019 property valuation with a total estimated taxable grand list for FY 2021 or \$3,128,685,000.

### **Based upon the motions outlined above:**

Mill Rate = 33.11

Expenditure Increase = 2.89%

Budgetary Tax Increase = 2.25%

Motion Passed 8-0-0

### **6) ADJOURNMENT**

MOVED by Councilor Bress and seconded by Councilor Black-Burke to adjourn the meeting at 7:28 p.m.

Motion passed 8-0-0

Respectfully Submitted,

Lori Hartmann  
Recording Secretary



**TOWN COUNCIL  
VIRTUAL MEETING  
MAY 4, 2020  
Regular Town Council Meeting**

**UNAPPROVED MINUTES**

**1) CALL TO ORDER**

Mayor Trinks called the meeting to order at 7:30 p.m.

Present: Mayor Donald Trinks, Deputy Mayor Joe McAuliffe, Councilor Nuchette Black-Burke, Councilor Lisa Rampulla Bress, Councilor James Dobler, Councilor James Govoni, Councilor Donald Jepsen, and Councilor Kenneth Wilkos

**2) PRAYER OR REFLECTION**

Councilor Jepsen led the group in prayer.

**3) PLEDGE OF ALLEGIANCE**

Councilor Jepsen led the group in the Pledge of Allegiance.

**4) PROCLAMATIONS AND AWARDS - None**

**5) PUBLIC COMMUNICATIONS AND PETITIONS**

Susan Miller, 10 Ethan Drive, voiced her support for the creation of a Citizen Task Force on Sustainability and Clean Energy.

**6) COMMUNICATIONS FROM COUNCIL MEMBERS**

Councilor Dobler would like to thank town officials for their help in getting the town safely through this time and encourages everyone to stay safe and to stay calm.

Councilor Govoni – None

Councilor Black-Burke wishes to express thanks to the teachers. This is Teacher Appreciation Week and she thanks them for shaping our children's minds and inspiring the students. She also appreciates Mrs. Miller for calling in support of the Sustainability Task Force.

Councilor Rampulla Bress echoed Councilor Black-Burke's statement. She also thanks the town and staff at the Windsor Public Library for the introduction of Curb-side Pickup of library materials

Councilor Wilkos - None

Councilor Jepsen likes the new Rules of Order and the lineup of the agenda introduced this evening. Placing Public Comment and the Communications from Council Members earlier on the agenda gives councilors the opportunity to address any comments from the public.

Deputy Mayor McAuliffe explained the new app that is available named '*How We Feel*.' It is an easy app to use and tracks any COVID-19 symptoms. It's available to download for free in the Apple App Store and the Google Play store. This is all confidential and will help the state identify possible hot spots for COVID-19.

Mayor Trinks asks that everyone social distance, wear their masks and stay safe. He also reminds all citizens of the importance of filling out the Census this year. This is very important for town funding and representation.

## **7) REPORT OF APPOINTED BOARDS AND COMMISSION**

Mayor Trinks stated that the Board of Education and Board of Assessment Appeals have submitted written reports to the Council, and each Councilor has received a copy.

### **a) Board of Education**

- Windsor Public Schools are closed through Wednesday, May 20, 2020 by Governor Lamont's executive order.
- Windsor Public Schools continue distance learning until at least May 20th. We have made an alteration to our schedule of providing more Social and Emotional Learning (SEL) work on Wednesdays and using part of Wednesday for make-up work for students. We have found, through surveys and input from students and families, that the amount of work provided to students has been in some cases overwhelming. This alteration of Wednesday's schedule will allow us to continue the district's SEL work and provide students and staff some relief, along with giving some needed meeting and consultation time for staff.
- Windsor Public Schools will be provided 1,147 new Dell laptops by the Governor's 'Learn from Home' taskforce. These laptops were donated to the State specifically for Alliance District high school students. We do not anticipate receiving these laptops until June. We are very grateful for this significant donation and have begun discussions on how to utilize these within our district.
- Windsor Food Service has served 19,164 meals through Friday, April 24, 2020. Each of those meals included lunch and breakfast for the next day. Windsor will have two locations serving meals during this closure, unless further restrictions are put into place, the locations are:
  - Windsor High School - entrance by tennis courts
  - Oliver Ellsworth School - entrance by near main office

Hours are 10:30 AM to 12:30 PM, Monday through Friday, for students age 18 and younger.

- As we have moved into week six of distance learning, materials and supplies for students at home are becoming less and less. We are looking at ways to distribute materials along with the expected donation of Scholastic materials from the State of Connecticut.
- We continue to remain open to any and all options for graduation which include smaller ceremonies, a ceremony scheduled into the summer, remote ceremony or other alternatives.
- Through our continued partnership with the Hartford Foundation for Public Giving, the Foundation has provided us with a \$75,000 grant to support our school district through this pandemic. We are looking at utilizing the grant, among other potentials, for a Fall extended learning program to support students who may have fallen behind due to distance learning. No formal decisions have been made at this time.
- Our Physical Plant Manager, George Greco, retired on May 1, 2020. Mr. Charles Waterfield has been promoted as the new manager. He has been serving the district in a maintenance worker position for many years.

b) Board of Assessment Appeals

The Windsor Board of Assessment Appeals met on the following dates:

March 11, 12, 14, 19, 23 & 30 which resulted in the following Assessment changes:

Category	# Appeals	\$ Assessment	\$ Reduction	% Reduction
Residential Real Estate	14	2,466,520	(36,190)	1.467
Commercial Real Estate	17	94,294,753	(831,530)	. 882
Personal Property	7	48,154,895	(2,177)	.005
Motor Vehicle	2	31,100	(3,087)	9.92
<b>Total</b>	<b>40</b>	<b>144,947,268</b>	<b>(872,984)</b>	<b>.602</b>

## 8) TOWN MANAGER'S REPORT

### Memorial Day Update

For everyone's safety, the Holiday Observance Committee has canceled its traditional Memorial Day observances and parade. Staff is working with representatives of the American Legion and VFW to produce a video that will include portions of the traditional observances, such as the reading of the names of Windsor Veterans whom we have lost in the past year. This special presentation will be broadcast on WIN-TV, WGTV and the town's social media outlets on Memorial Day to ensure we respectfully honor those



who have made the ultimate sacrifice. Members of the community are invited to participate in this production by videotaping themselves, their family or children reciting the *Pledge of Allegiance*, *Flanders Field* or the *Gettysburg Address*. Detailed information is available on the town's website at [townofwindsorct.com](http://townofwindsorct.com).

### **Win Wag Photo Contest Begins May 7<sup>th</sup>**

June is dog licensing month and you're invited to participate in the Win Wag Photo Contest sponsored by the Town Clerk's Office to raise awareness of dog licensing month in June. The photo contest is free and open to Windsor residents. The entry period for the contest begins at 8:00 AM on May 7<sup>th</sup> and ends at noon on May 20<sup>th</sup>. The winning entry, determined by online public voting, will be awarded with the #1 dog license tag for the current year and a PETCO gift card. See contest details on the town's website at [townofwindsorct.com](http://townofwindsorct.com).

### **Street Paving Schedule**

The first phase of street milling and overlay is expected to begin the week of May 18 and continue through the first week of June. Contractors will be working on Willowcrest Drive, Southwood Drive, Nod Road, West Wolcott Avenue and Grant Circle. A separate project, the rehabilitation of Deerfield Road, is anticipated to begin in June. This project is a more comprehensive one, and will be underway for about 60 days.

Motorists should expect some delays in these area and use alternate routes if possible.

### **COVID – 19 - 'A PATH FORWARD TO WINDSOR'S RAMPING UP'**

I along with Department Directors have initiated planning a path forward toward our 'reopening' or 'ramping up' process.

This effort will be multi-layered and focused on several key areas including:

- Employee Wellness & Safety;
- Facilities;
- Programs & Operations; along with
- Community Support & Spirit.

There are various multi-disciplinary teams working to develop both an overall organization approach as well as plans tailored to each department in anticipation of the Governor lifting or modifying various restrictions in phases starting later this month.

The work includes identifying short and longer-term resource needs (materials/supplies, people, technology, equipment) as well as budgetary aspects related to expenditures and revenues. Our planning work is very much dependent on guidance and direction from the State of CT as well as the CDC.



### **Public Service Recognition Week**

May 3-9, 2020 has been designated as Public Service Recognition Week, honoring federal, state, and local government employees.

I would like to recognize the efforts of our approximately 190 full-time town employees plus the dozens of part-time employees whose work throughout the year supports the business community, provides public safety, protects our environment, preserves our history and provides programs and services for residents young and old.

As we know, these past weeks have been challenging, and I want to recognize the tireless efforts of our health department staff and all employees playing a critical role in an ever changing environment. Town of Windsor employees always are, and will continue to be on the front lines, providing essential services to the residents of Windsor. I thank them for their dedication, and it is my pleasure to work with them. I'd also like to thank all of our teachers, both in public, private and parochial schools, for all they do not only during the last several weeks, but also throughout the year.

### **9) REPORTS OF STANDING COMMITTEES**

Town Improvements Committee – Councilor Dobler – Nothing to report

Special Projects Committee – Councilor Dobler - Nothing to report

Health & Safety Committee – Councilor Black-Burke – Hope to have a meeting scheduled before the next Council meeting or later part of May.

Personnel Committee – Councilor Rampulla Bress said she has been busy with virtual meetings. Councilors Black-Burke and Jepsen (filling in for Councilor Tustin after his resignation) and Scott Colby, Assistant Town Manager recently met. The Committee reviewed applications for reappointments. They had a discussion regarding the creation of a Clean Energy Task Force or Commission that was referred to the Personnel Committee by the Town Council at the last regular meeting. It was decided to create a task force versus a commission. They will continue to work on this, schedule another meeting and would like input from the public. The date will be posted on the town website. Suggestions/comments are welcome and can be emailed to Councilor Black-Burke or herself. She hopes to have details to present to the Council at the next regular meeting.

Finance Committee – Deputy Mayor McAuliffe - Nothing to report.

### **10) ORDINANCES - None**

### **11) UNFINISHED BUSINESS**

- a) Discussion regarding the creation of a committee on sustainability efforts

Deferred to the next Regular Town Council meeting.

## 12) NEW BUSINESS

- a) Set a Public Hearing for June 1, 2020 at 7:20 p.m. (prevailing time) to solicit public comment on applications for participation in the Neighborhood Assistance Act (NAA) Tax Credit program

MOVED by Councilor Jepsen, seconded by Councilor McAuliffe that a Public Hearing be set for June 1, 2020 at 7:20 p.m. to allow for public comment on applications submitted for the Neighborhood Assistance Act Tax Credit program administered by the Connecticut Department of Revenue Services.

Peter Souza, Town Manager, explained that the Neighborhood Assistance Act (NAA) Tax Credit program, established by the Connecticut General Assembly, offers municipalities and tax-exempt, non-profit organizations an opportunity to enhance their fundraising by providing state corporate tax credits to eligible donors. Corporate donors receive a tax credit equal to 60% of their contributions. Contributions for certain energy conservation projects may earn up to a 100% tax credit.

Town staff is once again soliciting applications from NAA-eligible organizations by way of direct email and press releases. Projects for the 2020 application round must be submitted to the Office of Community Development by the close of business on May 22, 2020. Applications must be approved by the governing body of the town after conducting a public hearing. Therefore, staff is requesting that a public hearing be set for the evening of June 1, 2020 and that the list of submitted and eligible applicants be placed on the Council agenda for consideration at that same time. Approved applications will then be submitted to the Department of Revenue Services by July 1, 2020.

Motion Passed 8-0-0

- b) Approve submittal of LOTCIP grant applications for International Drive

RESOLVED by Deputy Mayor McAuliffe, seconded by Councilor Jepsen that staff is authorized to submit grant applications to the Capitol Region Council of Governments for the following projects under the Local Transportation Capital Improvement Program:

- International Drive, Northbound Rehabilitation; and
- International Drive, Southbound Rehabilitation.

Adam Kessler, Assistant Town Engineer, stated town staff has reviewed several roadway reconstruction/rehabilitation projects to evaluate which would score favorably utilizing CRCOG's rating criteria. Based on that criteria, it is recommended that grant applications be submitted for the following two projects: 1) Rehabilitation of International Drive – Northbound and 2) Rehabilitation of International Drive – Southbound. The proposed project limits are from the vicinity of Rainbow Road to Route 20 in East Granby.

The application will be submitted by Windsor, on behalf of Windsor and East Granby. The Town of Windsor will be listed as the applicant and will administer the project. East Granby will submit a letter of support for the project.

If awarded funding, the Town would be responsible for 100% of the costs related to design for the selected project(s) with 100% of the construction phase to be funded by the State. Assuming in-house staff is responsible for the majority of the design effort, each project would need approximately \$40,000 for survey, geo-technical analysis, traffic data evaluation, and design assistance.

In response to a question from Councilor Dobler, Mr. Kessler explained that there would be two applications. Phase one would be for this year and phase 2 would be for next year.

In response to Deputy Mayor McAuliffe, Town Manager Souza explained that depending on the timing, if the applications are not successful, the project would need to be funded either by bonding or cash outlay. The last time the road was resurfaced was approximately 20 years ago.

In response to Councilor Wilkos, Mr. Kessler explained that East Granby was submitting a letter of support with the application and East Granby has not indicated that they are submitting any other application that might be competing with this project.

Councilor Wilkos commented that the town saves 10 percent utilizing in-house engineering. Since the road was last resurfaced, a large distribution center including Walgreens, Tire Rack and Dollar Tree have moved to International Drive.

Motion Passed 8-0-0

c) Authorize the Town Manager to execute and submit LoCIP grant

RESOLVED by Councilor Wilkos, seconded by Deputy Mayor McAuliffe that town staff is authorized to execute and submit an application to the State of Connecticut for a Local Capital Improvement Program (LoCIP) grant to perform pavement management and other eligible work, and that when received, the LoCIP funds will reimburse Capital Project Account No. 9041 "LoCIP Program."

Adam Kessler, Assistant Town Engineer, stated the Local Capital Improvement Program (LoCIP) is an entitlement grant allocated to each municipality in the State of Connecticut for certain types of Town Capital Improvement projects. The procedure to secure this funding from the State is to complete a qualifying project and then apply for reimbursement from the State.

Staff respectfully requests that the Town Council authorize that the following road rehabilitation projects be submitted for reimbursement under LoCIP:

- Willowcrest Drive
- Southwood Drive
- Nod Road
- West Wolcott Avenue
- Grant Circle

Motion Passed 8-0-0

### **13) RESIGNATIONS AND APPOINTMENTS – None**

Councilor Bress reviewed the list of names for consideration at the next Town Council meeting:

- Reappoint Richard Quintero as a Democratic member to the Greater Hartford Transit District
- Reappoint David Raney as a Republican member to the Greater Hartford Transit District
- Reappoint Adam Schibley as a Democratic member to the Inland Wetlands and Watercourses Commission
- Reappoint Caren Barry as a Democratic member to the Library Advisory Board
- Reappoint Cheryl Curtis as a Democratic member to the Library Advisory Board
- Reappoint LeighAnn Tyson as a Democratic member to the Library Advisory Board
- Reappoint Fran Ward-Nelson as a Republican member to the Library Advisory Board

Councilor Jepsen said that he would be putting forth the name of Lenworth Walker to fill the vacant Town Council spot as Mike Tustin has resigned.

### **14) MINUTES OF PRECEDING MEETINGS**

a) Minutes of the April 20, 2020 Special Town Council Meeting

MOVED by Councilor Jepsen, seconded by Deputy Mayor McAuliffe to approve the unapproved minutes of the April 20, 2020 Special Town Council meeting as presented.

Motion Passed 8-0-0

b) Minutes of the April 22, 2020 Special Town Council Meeting

MOVED by Councilor Jepsen, seconded by Deputy Mayor McAuliffe to approve the unapproved minutes of the April 22, 2020 Special Town Council meeting as presented.

Motion Passed 8-0-0

### **15) PUBLIC COMMUNICATIONS AND PETITIONS - None**

### **16) EXECUTIVE SESSION – None**



**17) ADJOURNMENT**

MOVED by Councilor Bress, seconded by Councilor Dobler to adjourn the meeting at 8:23 p.m.

Motion Passed 8-0-0

Respectfully Submitted,

Lori Hartmann  
Recording Secretary